eTimecard

Quick Reference Guide
For Casual Employees

Login to timesheet.clarius.com.au

Enter your **User Name & Password** (This will be sent to you by e-mail within first week of your assignment. Please check your junk mail if not received.)

Tips

- Passwords are case sensitive.
- If you forget your password, you can click on the 'Forgot Your Password' button at the bottom of the login screen to reset it.
- Ensure you do not enter any spaces in the user name or password fields.

Entering your Timesheet

On the home page click on:
Create New Timesheet and select the job you wish to enter a timesheet against.
Select the **Period Ending Date** for that timesheet & whether or not you are using a pre-created T**imesheet Template** to pre-fill you times (See User Manual on how to create a Timesheet Template)

Click on

Hours Worked	Expense Claims	Mileage Claims
Under the Heading **Timesheet Lines** click on **Add New.** Select whether you are entering **Normal Hours** or advising of **Leave Taken** Enter details of Start and Finish Time, Breaks and any comments for the day.	Under the heading **Timesheet Expenses** click on **Add New**. Select **Expense Type** then enter Expense Information then click on **Add Line.** Attach copies of receipts by clicking on **Add New** under **Timesheet Attachments**	Under the heading **Timesheet Expenses Mileage** click on **Add New.** Enter mileage details and click on **Add Line.**

Submitting your Timesheet

To submit your timesheet for authorisation click on the **Request Authorisation** then select the manager/s to send your request to. This will send an email alert to the chosen manager/s to advise that you timesheet is ready to be authorised.

Note: If your manager is not on the list, contact your consultant.

Re-requesting Authorisation

If the original manager you selected to approve a timesheet is unavailable to authorise your timesheet or, to send a reminder to your manager:

- Select the relevant timesheet from your home page.
- Click on Re-request Authorisation.
- Select manager to authorise your timesheet again.

Changing your Password

Once you are logged in change your password by:

- Click on the **Password Management Button**
- Enter old password
- Enter New Password
- Confirm New Password
- Save